

KC Guide: An Introduction to APA Documentation and Formatting

Table of Contents

Formatting the paper	4-5
In-text Citations.....	6-8
Personal Communications.....	8
Formatting titles in the references	9
Authors' names in the references	10
Authors' names in in-text citations	11
DOIs	12
Referencing print sources.....	13-14
Referencing electronic sources.....	15-18

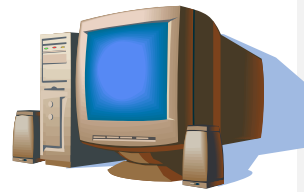
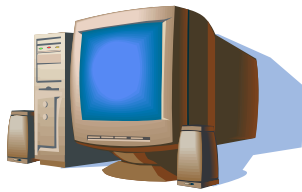
An Introduction to APA Documentation and Formatting

For many of you, MLA (Modern Language Association) was the documentation style that you learned in high school. That's because MLA is the official style of documentation used for the discipline of English, and you usually learn how to document in your English courses. However, at Kettering College, you will be required to use another style of documentation known as APA, which stands for American Psychological Association.

This is not to say that these are the only two style guides out there. On the contrary, there are literally hundreds of styles of documentation, and you will encounter many different ones in your own research and reading. APA happens to be very commonly used in health care **education**, and that is why it is the official style of documentation required by most of your professors here at Kettering College.

This handout is designed to function as a quick reference guide to APA documentation. It will answer most of the questions you might have about how to format and document a paper using APA, but it will not necessarily answer all of them. Remember, the best place to go for questions regarding APA is the *Publication Manual of the American Psychological Association* (7th Ed.). There are other books and web sites that you can use, but you can't be completely sure that the information on these sources is always correct.

The rules in this document are those which are recognized and followed by the Kettering college faculty. Every effort will be made to ensure consistency in your classes and your writing assignments.



Formatting Your Paper Using APA

There are some things that APA requires that MLA does not. For one thing, APA requires a title page, whereas this is optional in MLA. The APA title page looks like this:

1. Include a cover page

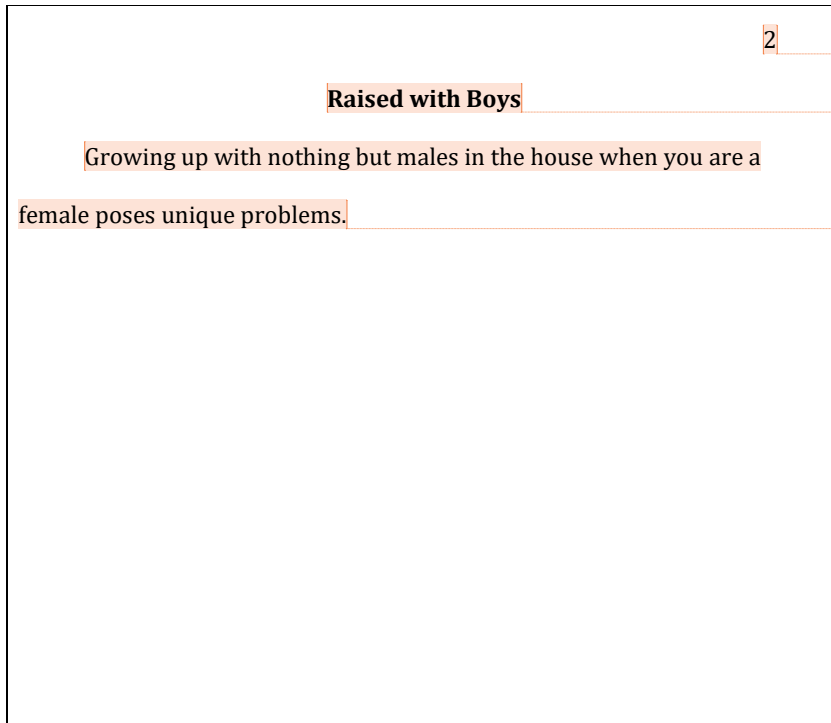
The diagram shows an APA title page with the following text centered: **Raised with Boys**, followed by a vertical line, Mildred Bickle, Kettering College, ENGL 101: Rhetoric and Composition I, Dr. Vail McGuire, and November 20, 2019. The page number '1' is in the top right corner. Annotations include a callout for the page number and another for the double line spacing between the title and author.

1

Commented [e1]: The page number goes in top right corner of page.

Commented [SK2]: Note that you do have an extra double line space between the title line and the author line.

2. Format subsequent pages of the paper as follows:



Commented [e3]: The page number is located on each page on the top right-hand corner.

Commented [e4]: The title appears on the 1st line of the paper and is bold.

Commented [e5]: Indent the 1st line of each paragraph. Use double line spacing. Do not add an extra line space between paragraphs.

3. Use 12-point font, Times New Roman
4. Use 1-inch margins
5. Use double line spacing but do not put an extra line space between paragraphs other than between the title and the author on the title page.
6. Put one space after a period.

For additional information on formatting your paper go to <https://apastyle.apa.org/style-grammar-guidelines/paper-format>



Citing Sources Using APA

Citing your sources in the body of your paper using APA is, in some ways, similar to MLA. They both use what's known as an *in-text parenthetical citation*. This means that neither MLA nor APA uses the little numbers you might have seen in some documents.

Smith argued that "such an interpretation is illogical."¹

Instead, parenthetical citation cites the sources that you are using in your paper by including information in a set of parentheses that allows the reader to find the source in your bibliography. With APA, the typical citation includes the last name(s) of the author(s), the year of publication, and, if you are citing a *quotation*, a page number reference. It would therefore look something like this:

(Smith, 2006, p. 53)

If you're used to MLA, you will immediately notice some crucial differences. The year of publication is included, for one thing, and there is a "p." in front of the page number. An MLA citation would look like this:

(Smith 53)

Some Variations

Occasionally, your citation might include a slight variation from this format. The first one would occur if you mention the

author's name in the text of your paper. Such a citation would look like this:

Smith (2006) argued that "such an interpretation is illogical" (p. 53).

Notice 3 things here:

- ✚ First, the date always immediately follows the author's name. Even if you mention the author later in the paper, you still include the date after the name. This is an important thing to remember!

Smith (2006) argued that "such an interpretation is illogical" (p. 53).

- ✚ Second, the page number reference follows the quote in a separate parenthetical citation, requiring 2 different parenthetical citations for a single quote.

Smith (2006) argued that "such an interpretation is illogical" (p. 53).

- ✚ Third, the period is the very last thing in the sentence, following the parenthetical citation. You **do not** need two periods, one after the quote and one after the citation.

Smith (2006) argued that "such an interpretation is illogical" (p. 53).



Although APA does not **require** you to include a page number when citing a **paraphrase**, it does **recommend** it, so it's probably a good practice to include one. An example of citing a paraphrase (reworded in your own words) might look like this:

According to Smith (2006), this interpretation is not a rational one (p. 53).

Personal Communications:

Sometimes you may obtain information through a conversation, an interview, a lecture, an email, a text message, chat, or similar source and include it in the body of your paper. This information is not in a retrievable format, so it is not cited on the reference page. However, it must still be identified with an in-text citation in the body of your paper by providing the initials and last name of the person interviewed, that it was a personal communication, and the date of the communication.

Citing the person's name in the body of the paper, it would look like this:

According to M. Bickle (personal communication, November 26, 2019), following all the rules of APA can be challenging for students.

Citing the person's name in parentheses, it would look like this:

Following all the rules of APA can be challenging for students (M. Bickle, personal communication, November 26, 2019).



Formatting Your References (Bibliography) Using APA

There are, of course, a lot of rules regarding how to format the sources in your References page. They are as varied as your sources are. However, there are a few basic rules that might help you get started.

1. Titles

- a. Article titles: They are not capitalized in the same way you have probably been accustomed to with MLA. You only capitalize the first word of the title, any proper nouns, acronyms, and the first word following a colon.

Struggling with the glass ceiling: A study of American women working at IBM.

- b. Periodical Titles: They are capitalized and italicized.

The Journal of the Working Woman.

- c. Book Titles: They are not capitalized but are italicized.

The working woman in corporate America.

- d. A chapter from a book: Use the same formatting rules for an article title.

The roots of discrimination.

- e. A webpage: Use the same formatting rules as for a book title.

The glass ceiling and women in corporate leadership.

For additional information on formatting titles go to:

<https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case>

2. Author's Name(s)

There are many rules associated with listing your authors, depending on how many your source has. One important distinction between MLA and APA is that you include the last name and then you use **only** the initials, not the full first and middle name.

The other important thing to remember is that the rules for formatting multiple authors' names is different for the References and in the paper itself.

Here are the rules for formatting authors' names in the References:

One author:

Smith, K. R.

Two authors:

Smith, K. R., & Brown, J. M.

Three to twenty: list **all** authors

Smith, K. R., Brown, J. M., Porter, M. L., Smith, K. R., Brynn, B. R.,
Russell, M. L., & Appleton, E. B.

More than twenty authors: list the first 19 ... and the very last

Smith, K. R., Brown, J. M., Porter, M. L., Green, K. R., Brynn, B. R.,
Russell, M. L., Johnson, M., Edwards, L., Hutson, V., Evans, J.,
Adams, J., Washington, G., Franklin, B., Payne, T., Jefferson, T.,
Lincoln, A., Hamilton, A., Black, D., White, J. ... Huston, J. E.

For additional information on authors names in the references go to:

<https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#author>

Here are the rules for formatting authors' names in the text:

One author:

In-text: Smith (2008) stated that

Paranthenetical: Gender is a complex concept (Smith, 2008, p. 53).

Two authors:

In-text: Smith and Brown (2007) stated that gender is a complex concept (p. 53).

Commented [k6]: Notice that the word **and** is used rather than the symbol **&** when it occurs in the text itself.

Paranthenetical: Gender is a complex concept (Smith & Brown, 2007, p.53).

Commented [k7]: Notice that the symbol **&** is being used in the paranthenetical citation.

Three or more authors:

List the first author followed by et al.

In-text: Grey et al. (2010) stated... (p.32).

Paranthenetical: (Grey et al., 2010, p. 32).

If by listing only the first author followed by et al. it will be unclear to the reader which work is being cited, list enough authors to enable the reader to identify the correct work.

For example, you have a work by Green, White, Black and Brown published in 2019 and another by Green, Brown, White and Grey also published in 2019.

Cite the first work: Green, White, et al. (2019)

Cite the second work: Green, Brown et al. (2019)

Et al. is plural, so it cannot be used for only one author. If the only difference between two works is the final author, list all of the authors for each work.

For additional information on authors in in-text citations go to:
<https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date>

DOI: What Is It and How to Find It?

What is a DOI?

As more and more resources become available in an electronic format, publishers have begun assigning a unique alphanumeric string to them. This unique alphanumeric string is called a Digital Object Identifier or DOI and when presented in the form of URL provides a persistent link to that resource.

APA has adopted the use of the Digital Object Identifier, or DOI in bibliographic references and requires that if a resource has a DOI, **regardless of whether it was obtained in a print or electronic format**, the DOI must be included in the reference for that resource.

How do I find a DOI?

If a journal article has been assigned a DOI, it will be included on the article, usually somewhere on the first page. Periodical databases such as Academic Search Complete, CINAHL, and Medline that aggregate articles from many different periodicals will include the DOI in the database record for article, if one has been assigned.

If a book has been assigned a DOI, it will appear on the back of the title page. Book records retrieved in a Discovery databases such as the library's E-Search will also include the DOI in the database record, if a one has been assigned.

When providing a DOI in a reference citation, APA requires that it be provided in the format of a URL: <https://doi.org/xxxxxx> where xxxxxx represents the alphanumeric DOI assigned to the resource.

APA Samples

Print Sources

1. Book

Fisher, T., Kuczac, S., Holder, V., Herman, R. J., & Andrews, N. (1995). *The census of the United States in population control theory*. Dover.

- If a book has a DOI, it **must be included** as the last element of the reference in the format of a URL (<https://doi.org/xxxxxx>), **regardless of the format used**.

2. Edition Other Than the First

Mitchell, T. R., Jr. (1987). *People in organizations: An introduction to organizational behavior*. (3rd ed.). McGraw Hill.

- Remember that if a book has a DOI, the DOI **must be included** even if a print copy was used.

3. References to chapters or articles in an edited book

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger & F. I. Clark (Eds.), *Varieties of memory in consciousness* (pp. 309-330). Erlbaum.

- If book does not have an editor, include the word *In* before the book title.

4. Daily Newspaper Article, No Author

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

- Alphabetize works with no author by first significant word in title.
- Precede page numbers for newspaper articles with "p." or "pp."

5. Dictionary or Encyclopedia

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., vols. 1-20). Macmillan.

- For major reference works, with a large editorial board, you may list the name of the lead editor, followed by “et al.”
- If no author or editor, place the title of the book in the author position.

6. Journal Article

Bekerian, D. A. (1993). In search of the typical eyewitness. *American Psychologist*, 48, 574-576.

- If a print article has a DOI, it **must** be included as the last element of the reference in the format of a URL (<https://doi.org/xxxxxx>) regardless of the format used.

7. Magazine Article

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262(5134), 673-674.

- Give the date shown on the publication—month for monthlies or month and day for weeklies.

Electronic Sources (*Web Site, Full Text or E-Journal*)

Web Sites

1. An Entire Web Site

When citing an entire Web site, simply give the address of the site in just the text.

Kidspsych is a wonderful interactive web site for children (<http://www.kidspsych.org>).

2. Webpage on a website

Institute for Vaccine Safety. (2018, May 8). *Mumps, measles, and rubella*. Johns

Hopkins Bloomberg School of Public Health. <http://www.vaccinesafety.edu/cc-mm.htm>

Note: Provide as specific a date as is available on the webpage; if no date is available use: (n.d.)

Italicize the title of a webpage.

Follow the title of the webpage with the name of the publisher of the website, unless the author of the webpage and the publisher of the website are the same.

3. Online magazine or newspaper article

Alonso-Zaldivar, R. (2019, November 15). White House to require hospitals,

insurers to disclose actual healthcare prices. *Time*.

<https://time.com/5730077/healthcare-cost-disclosure-law/>

Note: the title of an article in an online magazine or newspaper is standard font, like a print article; the title of the magazine or newspaper is *italicized*.

Do not add line breaks manually to the hyperlink; it is acceptable if your word-processing program automatically adds a break or moves the hyperlink to its own line.

4. Webpage on a news website

Senthilingam, M. (2019, November 19). *New drug to fight migraine shows promise*.
 CNN. [https://www.cnn.com/2019/11/19/health/ubrogepant-migraine-drug-trial/
 index.html](https://www.cnn.com/2019/11/19/health/ubrogepant-migraine-drug-trial/index.html)

5. Electronic book

McClanahan, T. R. & Cinner, J. (2011). *Adapting to a changing environment –
 confronting the consequences of climate change*. Oxford. [https://doi.org/
 10.1093/acprof:oso/9780199754489.001.0001](https://doi.org/10.1093/acprof:oso/9780199754489.001.0001)

Note: If a book has a DOI include the DOI; if it does not have a DOI but has a URL that resolves to the book, provide the URL after the publisher's name. If it does not have either, omit that element.

6. Online Dictionary

Oxford English Dictionary. (n.d.) Religion. Retrieved November 22, 2019 from
<https://www.oed.com./view/Entry/161944?redirectedFrom=religion#eid>

Note: Since the author and the publisher are the same, the publisher information is omitted.

Full Text Journal Articles & E Journal Articles

1. Electronic Copy of a Journal Article with DOI regardless of source

Bacon, C. J., Hall, D. B. M., Stephenson, T. J., & Campbell, M. J. (2008). How common
 is repeat sudden infant death syndrome? *Archives of Disease in Childhood*, 93(4),
 323-326. <https://doi.org/10.1136/adc.2006.113969>

Note: if a journal does not assign issue numbers, simple omit that element.

2. Electronic Copy of a Journal Article with no DOI retrieved from an academic research database (Academic Search Complete, Medline, CINAHL, etc.)

Reed, R. (2018). A new Patheon: Artificial intelligence and “her.” *Journal of Religion & Film*, 22(2), 1–34.

3. Article in an Internet Journal with an article number rather than paging.

Fernández, R., Gallego, S., Márquez, A., Neipp, C., Calzado, E.M., Francés, J., Morales-Vidal, M., & Beléndez, A. (2019). Complex diffractive optical elements stored in photopolymers. *Polymers*, 11, Article 1920.
<https://doi.org/10.3390/polym11121920>

Note: Do not add line breaks manually to the hyperlink; it is acceptable if your word-processing program automatically adds a break or moves the hyperlink to its own line.

4. Electronic copy of a Journal Article without a DOI retrieved from the journal site.

Reid, S. (2007). Communication channels and the adoption of web-based courses by university professors. *Journal of Interactive Online Learning*, 6(3), 142-158.
<https://www.ncolr.org/jiol/issues/pdf/6.3.1.pdf>

Note: If an article does not have a DOI and is not provide in an academic database, but is retrievable from the publisher’s site, provide the URL for the article.

5. Article from a database with original proprietary content

Anderson, D. J., & Friedman, D. (2019, April 8). Infection prevention: General principles. *UpToDate*. Retrieved November 22, 2019 from https://www.uptodate.com/contents/infection-prevention-generalprinciples?search=nosocomial%20infection&source=search_result&selectedTitle=1~150&usage_type=default&display_rank=1

Note: Provide the name of the database or archive in *italics* if it publishes original, proprietary works available only in that database or archive;

If the material from the database is periodically updated, include Retrieved followed by the date the data was retrieved.

For additional examples of how to cite resources go to:

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>